

Idaho School for the Deaf and the Blind

Policies and Procedures

Section: 100

Subsection: Authorization to Hire

Revised September 05

Reference:

Purpose:

The need for an administrative policy regarding the correct procedure for hiring an employee to ensure that all new employees are clear about the terms and conditions of their employment, that all terms and conditions of employment are reduced to writing, that no "off-the-books" agreements are made, that new employees fall within the existing salary structure, and that proper controls are in place to ensure FTE/payroll is controlled.

Policy:

The Department Head is responsible for submitting an approved ISDB New Employee Appointment Form for any open position he/she wishes to fill. The approved New Employee Appointment Form will serve as authorization to the Human Resources Department to advertise for qualified candidates non-classified or classified permanent positions. The completed New Employee Appointment Form will also alert HR to complete hiring paper/computer entry for new temporary employees.

Procedure:

1. All New Employee Appointment Forms must be signed by the Department Head, Director of Financial Services, Director of Human Resources and the Superintendent signifying that the money and FTE have been budgeted to fund the employee's salary.
2. When the Superintendent and Department Head decide that there is a need to fill a classified or non-classified position, the Human Resources Department will advertise the position properly as defined in IDAPA policies for classified or non-classified and lead a hiring team in reviewing applications and conducting interviews.
3. After all interviews are completed the Superintendent, Director of Human Resources and the hiring team will meet to determine the final candidate or priority listing of candidates.
4. A New Employee Appointment Form must be completed by the hiring department and signed by the Director of Financial Services and the Human Resources Director before making any salary offer or salary adjustment to any employee or potential employee. This will eliminate any miscommunications regarding salary or other conditions of employment. (Non-Classified, Classified, Temporary 1385 or less position)
5. All offer letters of employment shall be prepared by Human Resources and Financial Services to ensure that all matters regarding an employee's offer of employment are reduced to writing. The offer letter will be signed by the Superintendent. The potential employee should always deal with his/her supervisor about the job requirements and not Human Resources.
6. On the first day of employment, the employee should report to Human Resources to complete paperwork, fingerprinting, attend orientation and obtain an identification badge.

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New employees must present a picture ID, driver's license, social security card or other appropriate documentation to prove their identity and ability to work in the United States in order to start work.

Revised/Approved – September 2005
Harvey W. Lyter III, Interim Superintendent